

National Social Inclusion Foundation

SCHEME OF SERVICE

Post	Human Resource Officer (New Grade)
Salary Scale	Rs 40200 x 1000 – 41200 x 1200 – 46000 x 1400 – 50200 x 1600 – 61400 x 1800 – 68600 x 2200 – 75200 x 2300 – 82100 x 2800 – 87700 (NSIF 7)
Qualifications/Experience/Skills	Candidates should possess: <ol style="list-style-type: none">1. A Degree in Human Resource Management or an equivalent qualification acceptable to the Foundation;2. At least three years' experience post qualification in the field of Human Resource Management;3. In depth knowledge of human resource policies and practices, labour laws and regulations;4. Good analytical and problem-solving skills;5. Good interpersonal, communication and negotiating skills, and6. Good IT Skills and ability to operate simple access based software.
Duties and Responsibilities	To be responsible to the Human Resource Manager and/or the Secretary General for the performance of the following duties: <ol style="list-style-type: none">1. To assist on all matters relating to Human Resource Management and ensure an alignment of HR strategies with the strategic goals of the Foundation.2. To assist on the following:<ol style="list-style-type: none">(i) Human resource planning;(ii) Drafting of schemes of service;(iii) Management of the recruitment and selection process;(iv) Implementation of a Performance Management System; and

	<p>(v) Guidance on matters pertaining to compensation and other benefits.</p> <ol style="list-style-type: none">3. To ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.4. To keep an updated database system for records of all employees and to monitor the attendance of officers in line with established guidelines.5. To ensure the safekeeping of staffing personal file.6. To assist in the implementation of systems and procedures for an effective Performance Management System (PMS).7. To assist in carrying out training needs analysis and to ensure that training programmes are properly implemented and evaluated.8. To attend meetings and draft reports.9. To assist in the implementation of employee onboarding.10. To perform ICT related tasks.11. To assist in ensuring health and safety in the workplace and in the promotion of staff welfare and wellness activities.12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Officer in the roles described by the Secretary General. <p>Note: The Human Resource Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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